



Budget Operations Analyst

Department: Budget and Management

Class Code: 1442

EEO Code: 22

FLSA: E

Effective: 01/08/1993

GENERAL STATEMENT OF DUTIES:

Under general supervision performs work of moderate difficulty in performing accounting and finance functions in analyzing and monitoring capital projects' budgets; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Monitors financial status of Capital Improvement Programs (CIP); prepares fiscal reports for project steering committee meetings; reviews project change order requests; functions as budget analyst for Construction Management section; assists in management and analysis of debt affordability model; assists in preparation of annual CIP calendar; compiles annual budget document information including budget worksheets, revenue projections, appropriations resolution, graphics and other related documents; compiles budget information for annual audit process; writes budget journal entries and reviews journal entries written by other staff; prepares comments on agenda items; verifies Board actions taken on agenda items; prepares a variety of studies, financial reports and related information for decision-making purposes; and performs other work as requested.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of double entry accounting theory, principles and practices; of bookkeeping and accounting procedures and systems, including computer applications; of budgetary practices.

Working skill in operation of spreadsheet and word processing software; in applying accounting principles to the maintenance of control records and the preparation of financial statements; in preparing accurate and complete financial reports; in communicating effectively verbally and in writing.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a bachelor's degree in accounting, finance, business administration or related field and one year of experience in local government finance work; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.